Australian Government
Rural Industries Research and Development Corporation

SUBMITTING A PRELIMINARY RESEARCH PROPOSAL

Clarity User Guide

Rural Industries Research & Development Corporation

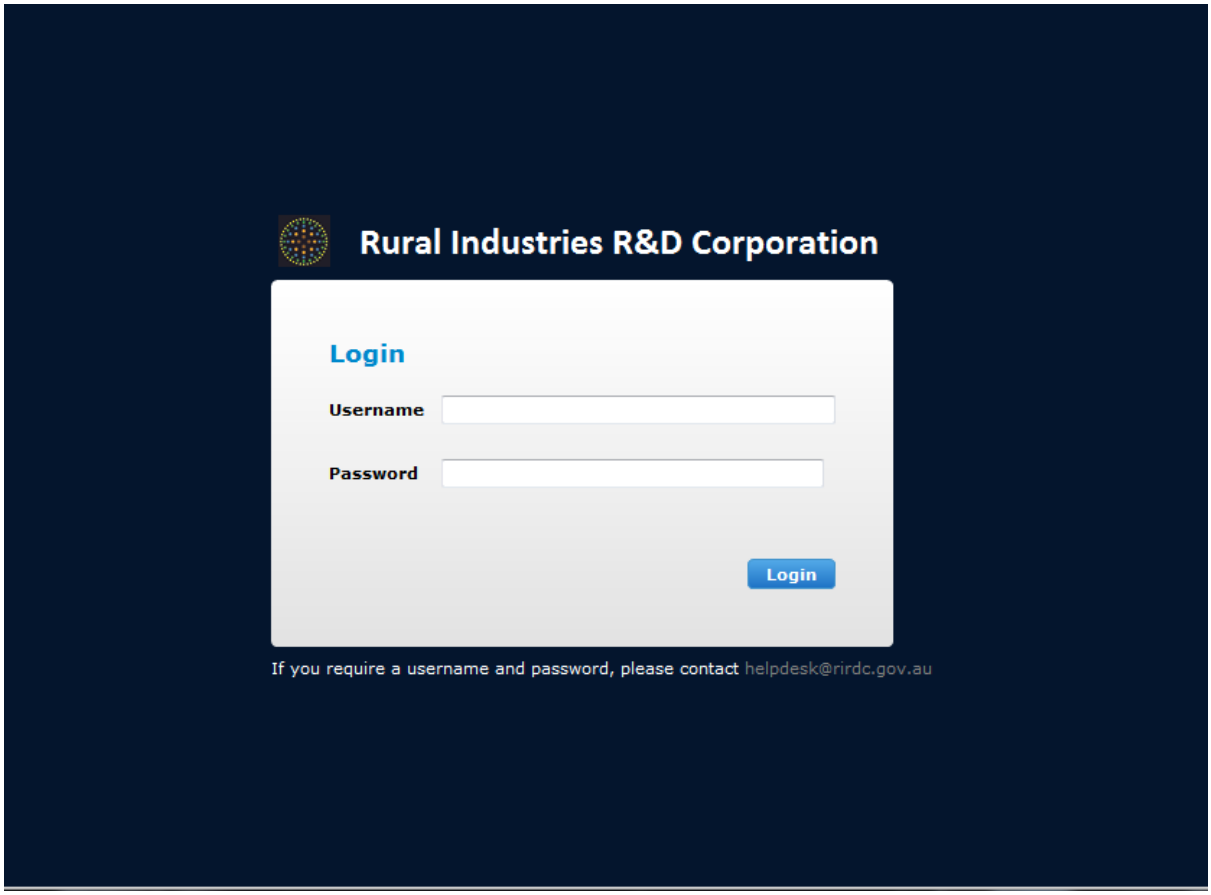
January 2014

For support contact:
RIRDC Helpdesk
ph: (02) 6271 4100
fax: (02) 6271 4199
email: helpdesk@rirdc.gov.au

1. How to Login to Clarity

In the Address window of your internet browser, enter the URL (http://research.rirdc.gov.au) and click **Go.**

The Clarity Login screen appears. Enter your ***Username*** and ***Password*** and click **Login.**



Forgotten your log in details?
Contact RIRDC Helpdesk on (02) 6271 4100 or email helpdesk@rirdc.gov.au

Your personal overview page will appear. Please verify the information on the screen. If the information is correct please continue. If not, please contact RIRDC Helpdesk on (02) 6271 4100 for it to be updated.

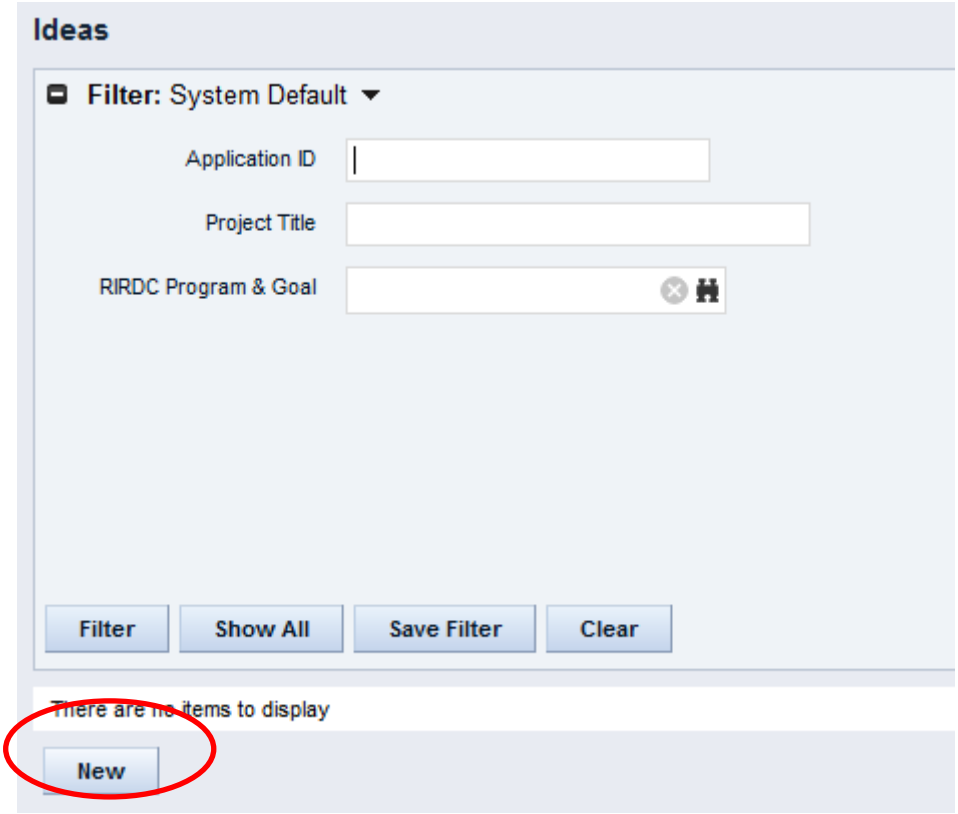
Rural Industries R&D Corporation
PI test Logout | Help | About
Home
Favorites
General
Overview: General
Welcome to RIRDC
Australian Government
Rural Industries Research and Development Corporation
RIRDC
Shaping the future
Welcome to Clarity - Release 13
General Agreement Terms and Conditions are located here.
User Guides for Submitting a Preliminary Proposal are located here
The Rural Industries Research and Development Corporation welcomes you to Clarity – our online business-management system.
Clarity gives you direct access to your applications, proposal assessments, current projects and research management processes.
A guide to the application, project selection and project management processes, Doing Business with RIRDC, explains each stage of the RIRDC business cycle. This guide can be found on the RIRDC website http://www.rirdc.gov.au/for-researchers.
Your personal information can be found at the bottom of this screen – please check these details and let us know of any changes or corrections.

2. Completing the preliminary research proposal application – overview page

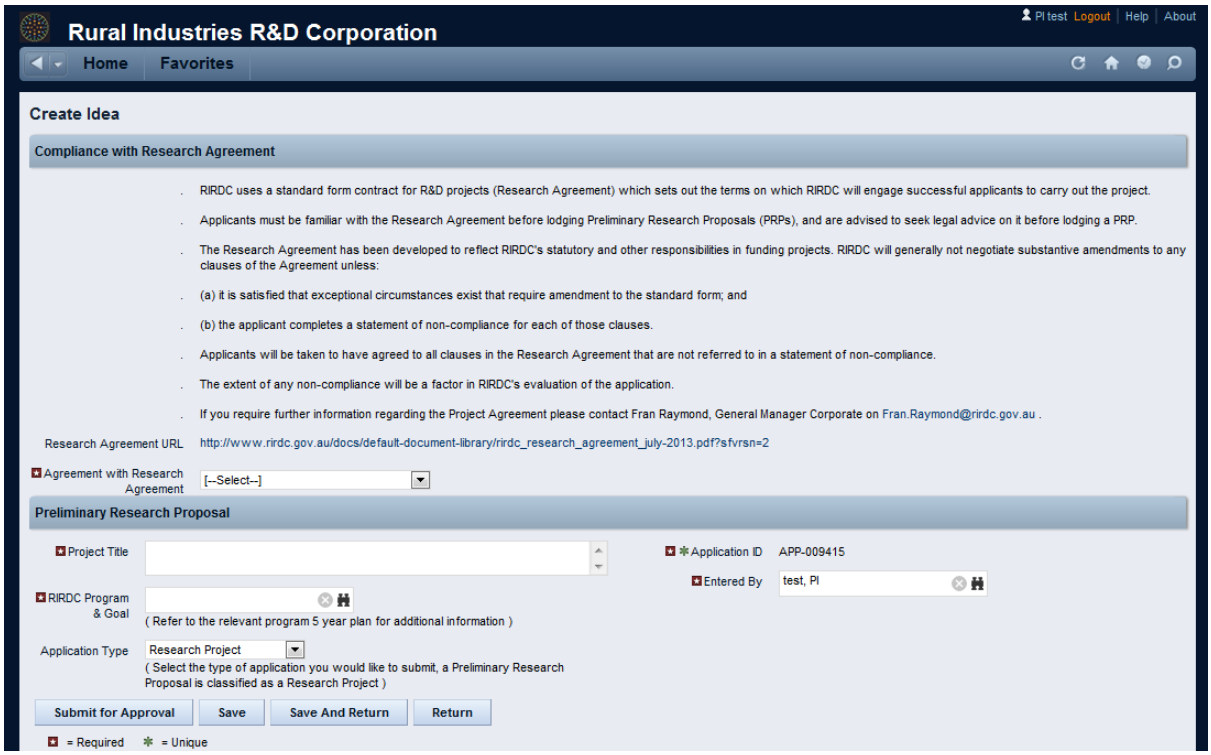
To create a new preliminary research proposal:

Under **Home, RIRDC Funding Applications**, select **Application Forms**.

Select **New**.



The Preliminary research proposal general information page will appear.


Rural Industries R&D Corporation
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Create Idea
Compliance with Research Agreement
RIRDC uses a standard form contract for R&D projects (Research Agreement) which sets out the terms on which RIRDC will engage successful applicants to carry out the project.
Applicants must be familiar with the Research Agreement before lodging Preliminary Research Proposals (PRPs), and are advised to seek legal advice on it before lodging a PRP.
The Research Agreement has been developed to reflect RIRDC's statutory and other responsibilities in funding projects. RIRDC will generally not negotiate substantive amendments to any clauses of the Agreement unless:
(a) it is satisfied that exceptional circumstances exist that require amendment to the standard form; and
(b) the applicant completes a statement of non-compliance for each of those clauses.
Applicants will be taken to have agreed to all clauses in the Research Agreement that are not referred to in a statement of non-compliance.
The extent of any non-compliance will be a factor in RIRDC's evaluation of the application.
If you require further information regarding the Project Agreement please contact Fran Raymond, General Manager Corporate on Fran.Raymond@rirdc.gov.au .
Research Agreement URL
http://www.rirdc.gov.au/docs/default-document-library/rirdc_research_agreement_july-2013.pdf?sfvrsn=2
Agreement with Research Agreement
[--Select--]
Preliminary Research Proposal
Project Title
Application ID
APP-009415
Entered By
test, PI
RIRDC Program & Goal
(Refer to the relevant program 5 year plan for additional information)
Application Type
Research Project
(Select the type of application you would like to submit, a Preliminary Research Proposal is classified as a Research Project)
Submit for Approval
Save
Save And Return
Return
= Required
= Unique

This page will require you to view the RIRDC Terms and Conditions and complete the following details:

- **Compliance with Research Agreement -** If you partially agree or do not agree, please provide a statement of non-compliance, setting out the clause(s) that you do not agree with and a brief explanation of the issue.
- **Project Title** – enter the title of your project proposal (a maximum of 80 characters)
- **Application ID** – this field will be automatically generated by Clarity. You should remember your Application ID for future liaison with RIRDC.
- **RIRDC Program and Goal –** click on the binoculars. A look up screen will appear. Please select the RIRDC Portfolio, Program and Goal that your proposal relates to [eg Global Challenges/GC-Food Security]. Please refer to the relevant program five year R&D plan for more information.

  NOTE: you are only able to select **one** program and goal. If you think your proposal crosses over more than one RIRDC program, please select the one that is most relevant.

- **Application Type** – this field will be automatically generated by Clarity. All Preliminary Proposals should be **Research Projects**
- **Entered By** – this field will be automatically generated by Clarity.

Once you have completed all fields, press **Save.**

When you select Save, additional sub-pages will appear under the Properties Tab

First select the PRP Application Overview page and complete the preliminary research proposal addressing the following issues:

- **Principal Investigator –** If you are not the principal investigator, select the appropriate person from the browse list. If the principal investigators name is not in the list please enter the details in the free text field marked *Principal Investigator*.
- **Project Summary** – In 250 words or less clearly outline the project summary
- **R&D Objectives** – In 250 words or less clearly outline the expected outcomes and major objectives of the project.
- **Importance of Research** – In 250 words or less summarise the background to your research proposal and why the research is important. In addition please provide what the benefits of the research will be.
- **Expected Outcomes** – In 250 words or less please list the expected outputs and outcomes of the research.
- **Project Design and Method** – In 250 words or less describe the project design and method.
- **Proposed R&D Adoption/Commercial Pathways** – In 250 words or less describe the potential for adoption and commercialization pathways identified. Adoption can be achieved by an energetic and innovative publication effort, or by the development of IP rights that provide their own commercialisation incentives to foster adoption. Reference to the Corporation's commercialisation principles are contained on the IP & Commercialisation tab at http://www.rirdc.gov.au/for-researchers

- **Research Capability and Experience** – In 250 words or less describe the capability and experience of the organisation/principal researcher and past track record in research including any previous funded RIRDC projects.
- **Applications to Other Sources of Funding** – In 250 words or less provide advice on applications to other R&D Corporations or funding bodies.

Once you have completed all of the above fields on the application form click **Save.**

Research Capability and Experience
Capability and Experience
(In 250 words or less describe the capability and experience of the organisation/principal investiga
Applications to Other Sources of Funding
Other Funding Sources
(Provide advice on applications to other R&D Corporations or funding bodies)
= Required
= Unique
Submit for Approval
Save
Save And Return
Return

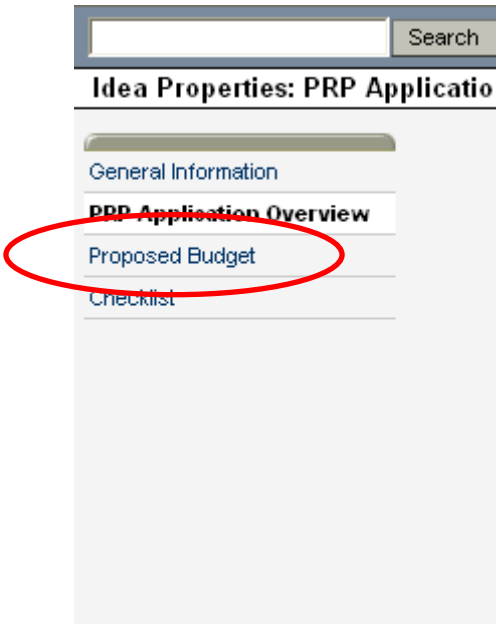
NOTE: You can **Save** your unfinished proposal at any time. It will appear on your ideas page as a preliminary research proposal with the status of 'open'. To re-access the proposal simply click on the title. **RIRDC advises all applicants to SAVE as you go**.

IMPORTANT

Save: saves your work and takes you on to the next step
Submit: saves your work and returns you to the list view
Submit for Approval: saves your work and submits your proposal to RIRDC for assessment
Cancel: cancels the idea without saving

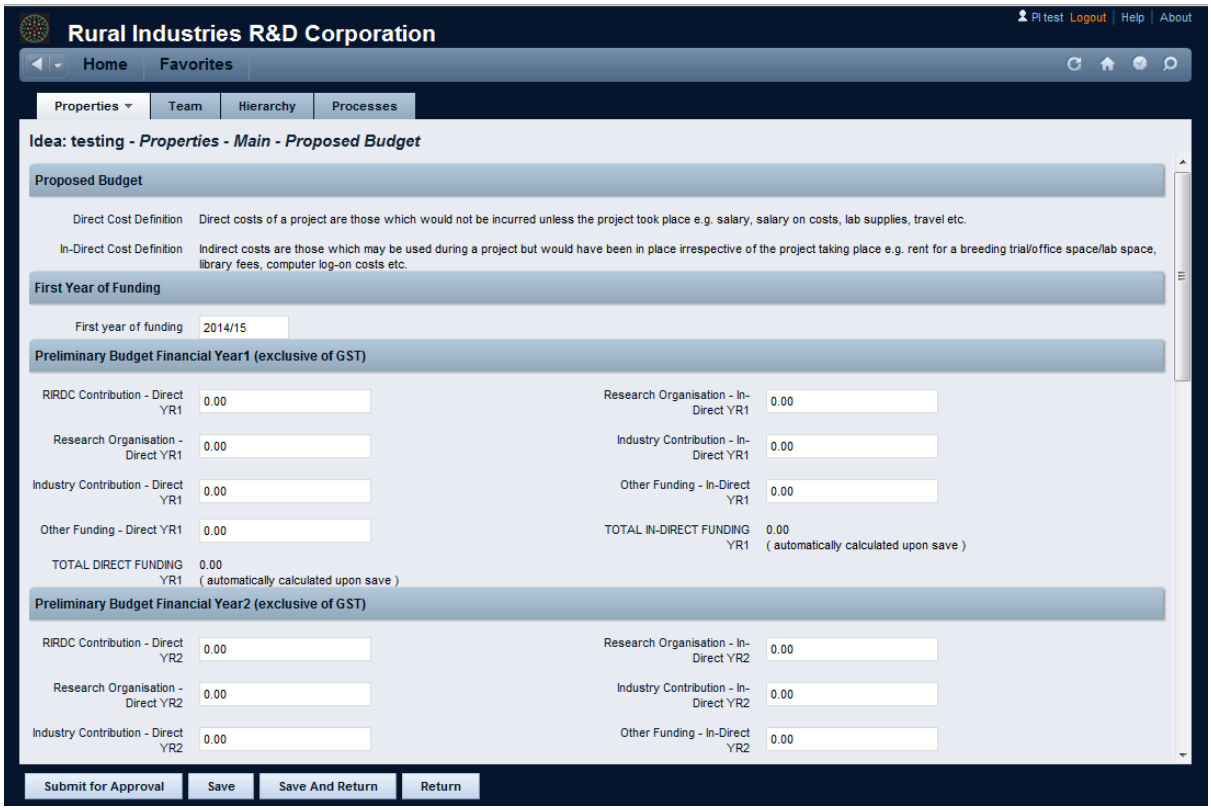
3. Completing the preliminary research proposal application – Proposed Budget page

Once you have saved your Preliminary Research Proposal Application Overview page, you are ready to complete your proposed budget.



Click Properties and select **Proposed Budget.**

The budget page will open.


Rural Industries R&D Corporation
PI test Logout | Help | About
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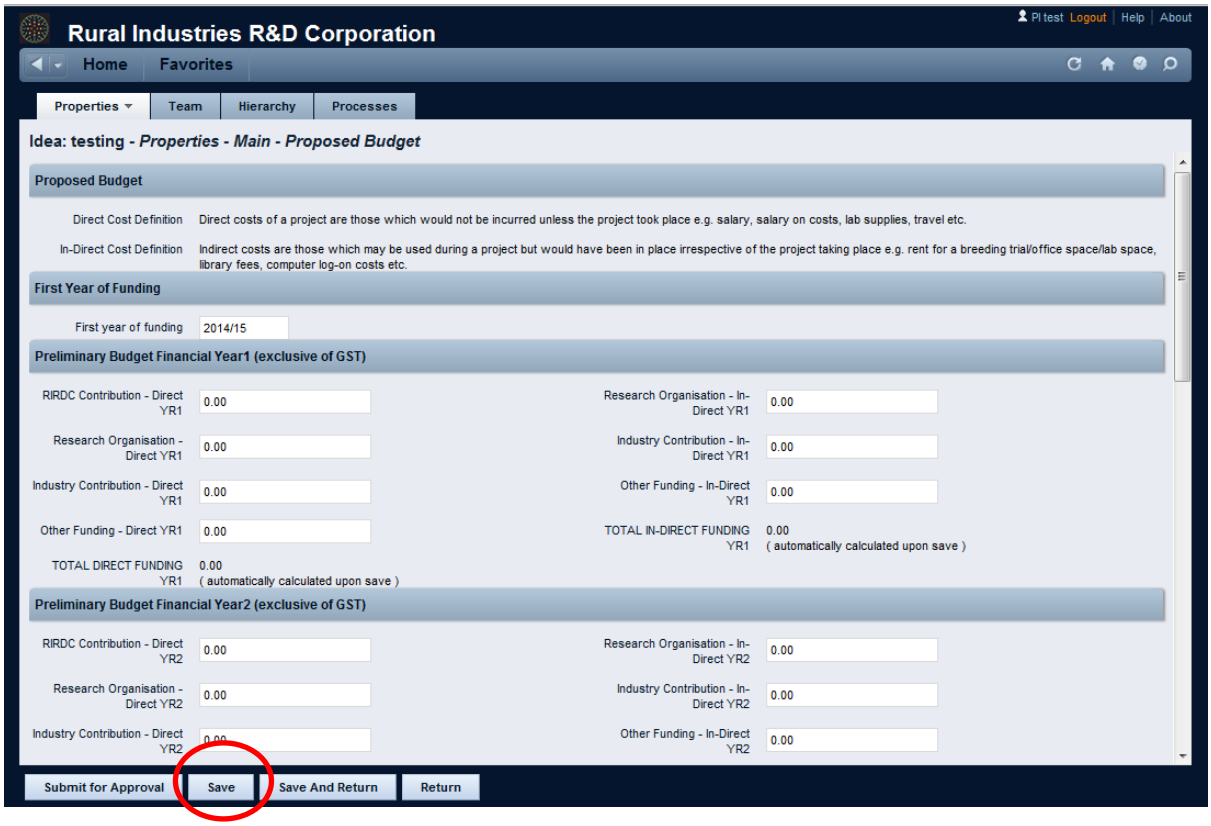
Processes
Idea: testing - Properties - Main - Proposed Budget
Proposed Budget
Direct Cost Definition
Direct costs of a project are those which would not be incurred unless the project took place e.g. salary, salary on costs, lab supplies, travel etc.
In-Direct Cost Definition
Indirect costs are those which may be used during a project but would have been in place irrespective of the project taking place e.g. rent for a breeding trial/office space/lab space, library fees, computer log-on costs etc.
First Year of Funding
First year of funding
2014/15
Preliminary Budget Financial Year1 (exclusive of GST)
RIRDC Contribution - Direct YR1
0.00
Research Organisation - In-Direct YR1
0.00
Research Organisation - Direct YR1
0.00
Industry Contribution - In-Direct YR1
0.00
Industry Contribution - Direct YR1
0.00
Other Funding - In-Direct YR1
0.00
Other Funding - Direct YR1
0.00
TOTAL IN-DIRECT FUNDING YR1
0.00
(automatically calculated upon save)
TOTAL DIRECT FUNDING YR1
0.00
(automatically calculated upon save)
Preliminary Budget Financial Year2 (exclusive of GST)
RIRDC Contribution - Direct YR2
0.00
Research Organisation - In-Direct YR2
0.00
Research Organisation - Direct YR2
0.00
Industry Contribution - In-Direct YR2
0.00
Industry Contribution - Direct YR2
0.00
Other Funding - In-Direct YR2
0.00
Submit for Approval
Save
Save And Return
Return

Complete the budget for each financial year that you are seeking RIRDC funds.

Please note, the total fields will calculate automatically on Save.

When you have completed all budget information, click **Save.**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Idea: testing - Properties - Main - Proposed Budget
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First Year of Funding
First year of funding
2014/15
Preliminary Budget Financial Year1 (exclusive of GST)
RIRDC Contribution - Direct YR1
0.00
Research Organisation - In-Direct YR1
0.00
Research Organisation - Direct YR1
0.00
Industry Contribution - In-Direct YR1
0.00
Industry Contribution - Direct YR1
0.00
Other Funding - In-Direct YR1
0.00
Other Funding - Direct YR1
0.00
TOTAL IN-DIRECT FUNDING YR1
0.00
(automatically calculated upon save)
TOTAL DIRECT FUNDING YR1
0.00
(automatically calculated upon save)
Preliminary Budget Financial Year2 (exclusive of GST)
RIRDC Contribution - Direct YR2
0.00
Research Organisation - In-Direct YR2
0.00
Research Organisation - Direct YR2
0.00
Industry Contribution - In-Direct YR2
0.00
Industry Contribution - Direct YR2
Other Funding - In-Direct YR2
0.00
Submit for Approval
Save
Save And Return
Return

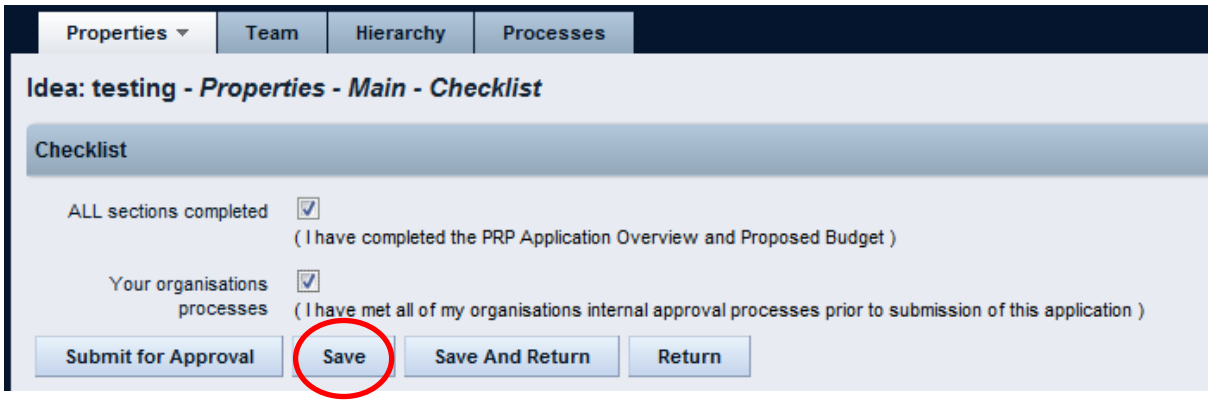
4. Completing the preliminary research proposal application – Checklist

After completing the Proposed Budget page of the preliminary research proposal please complete the final checklist before submission.

Select **Checklist.**

The checklist page will open.

Answer the following questions by selecting and ticking the appropriate box.


Properties
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Processes
Idea: testing - Properties - Main - Checklist
Checklist
ALL sections completed
(I have completed the PRP Application Overview and Proposed Budget)
Your organisations processes
(I have met all of my organisations internal approval processes prior to submission of this application)
Submit for Approval
Save
Save And Return
Return

- **All sections completed –** I have completed the PRP Application Overview and Proposed Budget
- **Your organisations processes -** I have met all of my organisations internal approval processes prior to submission of this application

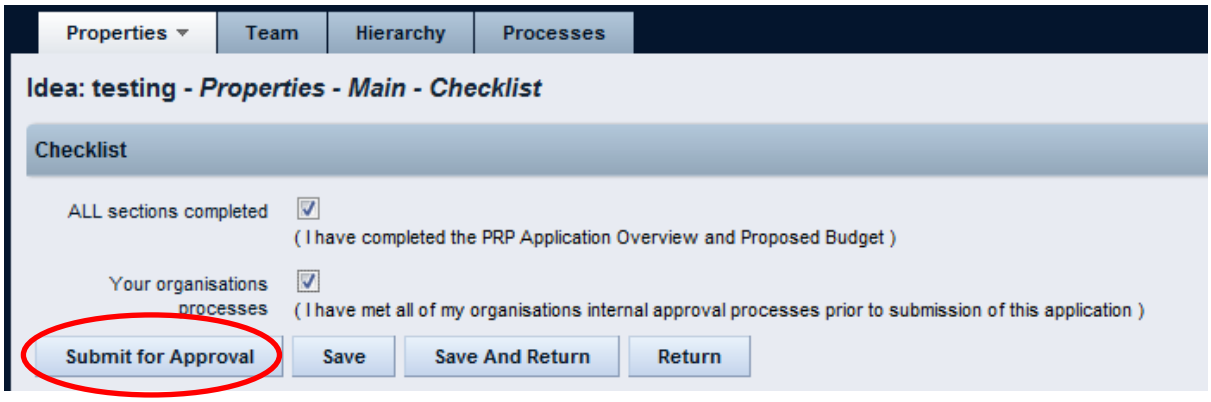
Click **Save** when you are finished.

5. Submitting a preliminary research proposal for approval

When you are confident that your proposal is complete (overview, budget and checklist) you are ready to submit your proposal for approval.

Simply click the **Submit for Approval** button at the bottom of the checklist screen, this will send an automatic notification to your Administrative Contact for Approval.

NOTE: After submission of your proposal, you will not be able to make any changes to your research proposal.


Properties
Team
Hierarchy
Processes
Idea: testing - Properties - Main - Checklist
Checklist
ALL sections completed
(I have completed the PRP Application Overview and Proposed Budget)
Your organisations processes
(I have met all of my organisations internal approval processes prior to submission of this application)
Submit for Approval
Save
Save And Return
Return

Once the Administrative Contact has approved the Proposal, you will receive an email notification and it will be automatically sent to RIRDC for assessment.